

# COUNTY OF LOS ANGELES

"To Enrich Lives Through Effective and Caring Service"



## ADMINISTRATIVE INTERN PROGRAM

Thank you for your interest in the County of Los Angeles Administrative Intern Program (AIP). The filing period for this paid, full-time, two-year internship program is now closed. Please visit this website again in December 2015 for an update on the 2016 exam.

The minimum requirement to qualify for the program is the completion of a four-year degree from an accredited college or university.

For automatic notifications regarding open filing periods for the AIP, use the *Search Agent Manager* link by visiting <http://hr.lacounty.gov>. Under the Job Search tab, select *Access Your Profile*, log in to your profile or follow the link to create a new account, and then select *Search Agent Manager*.

### ***What type of work does an intern do?***

As County employees, the interns experience first-hand Los Angeles County government through practical job assignments and participation in on-the-job training. The interns perform analyst assignments in such disciplines as human resources, budget, contracts, and public policies while assigned to various County departments, including the Department of Human Resources and the Chief Executive Office.

Rotational assignments in various divisions may include recruitment and selection, employee relations, organizational development, asset management, classification, budget operations and legislative analysis. As part of their rotation, the interns may analyze systems and procedures, conduct job analyses and classification studies, respond to letters of appeal and constituent inquiries, assist in test research, review and draft Board letters, write performance standards, prepare budget documents, perform investigative work, and prepare documents for the Civil Service Commission.

### ***What type of training is provided?***

The program aims to give interns an in-depth understanding of County rules, regulations and procedures. The first week of the program is an introduction to County government during which the interns attend Board of Supervisors sessions and Civil Service Commission meetings. In this program, they will learn about Civil Service Rules and processes, employee relations, various County functions, and how they are interrelated. Each intern will receive approximately 120 hours of training over a two-year period.

### ***What happens at the end of the internship?***

After the successful completion of the AIP, the intern will be promoted to the Administrative Analyst position and placed in one of the County departments.

**Questions?** [admininterns@hr.lacounty.gov](mailto:admininterns@hr.lacounty.gov)